

MANAGEMENT ANALYST I

Class Definition

Under close supervision, performs professional administrative and analytical duties in one or more assignment areas.

Distinguishing Characteristics

Management Analyst I is the entry level class in the Management Analyst series. Incumbents perform administrative and analytical assignments in personnel, budget, labor relations, training, or general administration. Incumbents perform assigned duties with increasing independence as they gain knowledge and experience. This class is distinguished from Management Analyst II in that the latter is the journey level class in which incumbents perform the full range of duties with a minimum of supervision.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Analyzes the organization, administration, operations, and functions of an operating department through reviews and evaluation of organizational units; makes recommendations on staffing requirements and functional assignments.

Prepares, reviews, and administers operating department budgets within established policies and procedures.

Studies and resolves problems in budget and personnel as they relate to organizational development and operations.

Reviews and evaluates operating policies and procedures; recommends revisions when necessary.

Recruits applicants and administers competitive examinations; conducts classification studies, job analyses, operational audits, and salary and benefits studies.

Assists in preparing the City's annual budget; provides technical direction to other staff responsible for preparing and administering departmental budgets.

Conducts and coordinates research in response to discrimination complaints filed by employees with state or federal agencies; investigates and assures City's compliance with rules and regulations pertaining to Affirmative Action and Equal Employment Opportunity.

Coordinates the Employee Medical and Health Screening, Workers' Compensation and Unemployment

Insurance, and Employee Assistance Programs.

Conducts safety inspections to prevent accidents; investigates, analyzes, and reports accidents; conducts safety programs; administers various loss control activities.

Organizes and/or conducts employee training and development programs, including new employee orientation and in-service training.

Administers Summer Youth and Student Intern programs; coordinates Tuition Reimbursement Program.

Collects, compiles, and analyzes data; determines needs and prepares funding applications for a variety of state and federal grants; implements, monitors, and evaluates the program projects.

Serves as City staff for various City boards and commissions; coordinates public hearings; makes presentations and provides technical information; acts as liaison between the City administration and boards and commissions.

Participates in employee/employer relations activities; collects, compiles, and evaluates data pertaining to compensation, fringe benefits, and working conditions; participates in labor negotiations; advises and assists in labor relations matters.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of the principles and practices of organization, administration, and management.

Knowledge of statistical methods, research techniques, and applications.

Knowledge of report writing techniques.

Ability to acquire knowledge of municipal organization and operation, including budget and personnel management, workers' compensation, and unemployment insurance.

Ability to collect, compile, analyze, and interpret technical and statistical data.

Ability to prepare and present accurate, comprehensive, and concise reports and recommendations.

Ability to interpret and apply complex regulations, legislation, and guidelines.

Ability to understand the complexities and learn the techniques of labor negotiations.

Ability to make clear oral presentations.

Ability to establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Public Administration, or closely related field. Experience equivalent to that gained as Staff Assistant or Executive Secretary with the City of Fresno may be substituted for the required education on a year-for-year basis.

A Management Analyst I may be promoted to Management Analyst II after one year of experience and upon the recommendation of the appointing authority.

Necessary Special Requirement

Possession of a valid California Driver's License at time of appointment.

APPROVED: _____
Director

DATE: _____